

PLANNING & ZONING COMMISSION  
TOWN OF LISBON  
1 Newent Road  
Lisbon, Connecticut 06351

John Filchak  
Executive Director  
Northeastern Connecticut Council of Governments  
PO Box 759  
Dayville, CT 06241

January 16, 2024

SUBJECT: Referral of Proposed Zoning Amendments for Zoning Board of Appeals Notice to Abutters

Dear Mr. Filchak:

Please be advised that the Lisbon Planning and Zoning Commission is proposing Zoning Regulation Text Changes within Section 16.2, Zoning Board of Appeals – Administration, for additional notice to abutters for variances and appeals.

The public hearing to consider such application is to be held at Lisbon Town Hall at 6:30 pm on February 6, 2024.

This referral is being made in accordance with Section 8-3b of the Connecticut General Statutes which requires us to notify the applicable Council of Governments if the proposal affects the use of a zone or any portion of a zone that is within 500 feet of an adjacent municipality.

Also, as a matter of courtesy, the Commission hereby advises you that it is reviewing an application by River Road I, LLC, for Zoning Regulation Text Changes within Section 15.8.2 for free standing signs in multiple use commercial developments in the BV Zones. The public hearing to consider such application is to be held at Lisbon Town Hall at 6:45 pm on February 6, 2024.

If you have any questions on this matter, please do not hesitate to contact Michael J. Murphy, AICP, Lisbon Town Planner at [mmurphy@seccog.org](mailto:mmurphy@seccog.org) and/or 860-885-8697.

Sincerely,

Robert Adams  
Chair, Lisbon Planning and Zoning Commission

RA:ej

C: file

**TOWN OF LISBON  
REGULATION AMENDMENT APPLICATION**

**CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:**

- |  |  |
|--|--|
| > APPLICANT: Town of Lisbon Planning and Zoning Commission<br>ADDRESS: 1 Newent Road, Lisbon, CT 06351 | TELEPHONE: 860-376-3400<br>EMAIL: ejoseph@lisbonct.com |
| > APPLICANT'S AGENT (IF ANY): Michael J. Murphy, AICP, Lisbon Town Planner                             | TELEPHONE: 860-376-3400                                |
| > ADDRESS: 1 Newent Road, Lisbon, CT 06351   | EMAIL: mmurphy@seccog.org                              |
| > OWNER / RUSTEE: Town of Lisbon<br>ADDRESS: 1 Newent Road, Lisbon, CT 06351                           | TELEPHONE: 860-376-3400<br>EMAIL: _____                |
| > ENGINEER/ SURVEYOR/ ARCHITECT: _____   | TELEPHONE: _____                                       |
| > ADDRESS: _____   | EMAIL: _____   |

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S).
2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER PROPERTY FOR THE PURPOSE OF INSPECTION IF PERTINENT TO THE APPLICATION.
3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT  PRINTED NAME OF APPLICANT/AGENT Michael J. Murphy, AICP

DATE: December 8, 2023

SIGNATURE/RECORD OWNER  PRINTED NAME/RECORD OWNER Thomas W. Sparkman, First Selectman

DATE: 12/11/2023

**REGULATIONS PROPOSED FOR AMENDMENT:**

ZONING   X   SUBDIVISION           

PROPOSED AMENDMENT(S) (Section, title, and text-attach sheets as necessary):

Add Section 16.2.2 - Notification of Abutters by Applicant, as noted below, for notification of abutters requirements for applications for variances/appeals to the Lisbon Zoning Board of Appeals. (see attached language).

**REASONS FOR EACH AMENDMENT REQUEST:**

To require applicants to the Zoning Board of Appeals to notify abutters when an application has been submitted and will be heard at a Public Hearing.

APPLICATION SUBMITTAL DATE: \_\_\_\_\_ FEE(S) PAID: \_\_\_\_\_

OFFICIAL DAY OF RECEIPT: \_\_\_\_\_

P & Z COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIR'S SIGNATURE: \_\_\_\_\_

Adopted \_\_\_\_\_ Modified and Adopted \_\_\_\_\_ Denied \_\_\_\_\_

ZBA- Section 16

DEC 11 '23 AM 11:13  
RCV LISBON TOWN CLERK



16.2. Administration.

16.2.1 Procedures. The ZBA shall receive, hear and act upon applications for variances and appeals of the Enforcement Officer in accordance with Chapter 124 Title 8 of the General Statutes. Procedures for requests for approval of location of motor vehicle facilities shall be in accordance with Chapter 246 Title 14 of the General Statutes. When an application for variance is joined with an appeal of an order of the Enforcement Officer, the Board shall first decide the issues presented by such appeal. The ZBA shall also hear and act upon variance applications made pursuant to Section 10.15.8.

16.2.2 Notification of Abutters by Applicant. Before a public hearing is held on an application for a variance or an appeal of an order or decision of the Zoning Enforcement Officer, the applicant shall present proof that notice has been mailed to each of the property owners of abutting parcels, including parcels across the street, based on current ownership and address records of the Tax Assessor not less than ( ten 10 nor more than (thirty (30) days before the public hearing. Said notice shall be mailed in the form of U.S. Postal Service Certificates of Mailing.) Notices sent by Certified Mail-Return Receipt Requested are acceptable but are neither required or advisable).

16.2.23 Decisions. Any decision of the ZBA may be subject to such conditions or restrictions necessary to insure that the granting of the application or request shall be in harmony with the intent of these Regulations. The Board shall state in the record the reasons for its decision. When a variance is granted, the Board shall describe specifically in the record the exceptional difficulty or hardship on which its decision is based.

16.2.34 Filing. Notice of any grant of variance, special exception or approval of motor vehicle facility location shall become effective upon filing notice of such action in the Lisbon Land Records.

Legend

~~Abe~~ Language to be removed or changed  
**Bold** New language

**TOWN OF LISBON  
REGULATION AMENDMENT APPLICATION**

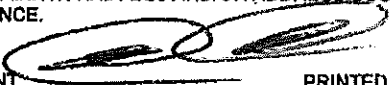

**CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:**

> APPLICANT: <u>River Road I LLC</u> ADDRESS: <u>10 Park Row W #416 Providence, RI 02903</u>	TELEPHONE: <u>860-884-4989</u> EMAIL: <u>nick@woodconstructionrules.com</u>
> APPLICANT'S AGENT (IF ANY): _____ ADDRESS: _____	TELEPHONE: _____ EMAIL: _____
> OWNER / RUSTEE: <u>Nicholas Alletto</u> ADDRESS: <u>10 Park Row W #416 Providence, RI 02903</u>	TELEPHONE: <u>860-884-4989</u> EMAIL: <u>nick@woodconstructionrules.com</u>
> ENGINEER/ SURVEYOR/ ARCHITECT: _____ ADDRESS: _____	TELEPHONE: _____ EMAIL: _____

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S).

2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER PROPERTY FOR THE PURPOSE OF INSPECTION IF PERTINENT TO THE APPLICATION.

3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT 	PRINTED NAME OF APPLICANT/AGENT <u>Nicholas Alletto</u>
DATE: <u>12/27/23</u>	
SIGNATURE/RECORD OWNER 	PRINTED NAME/RECORD OWNER <u>Nicholas Alletto</u>
DATE: <u>12/27/23</u>	

**REGULATIONS PROPOSED FOR AMENDMENT:**

ZONING ✓ SUBDIVISION \_\_\_\_\_

**PROPOSED AMENDMENT(S) (Section, title, and text-attach sheets as necessary):**

See attachment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REASONS FOR EACH AMENDMENT REQUEST:**

There are no provisions for multi use development signage.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION SUBMITTAL DATE:** \_\_\_\_\_ **FEE(S) PAID:** \_\_\_\_\_

**OFFICIAL DAY OF RECEIPT:** \_\_\_\_\_

**P & Z COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHAIR'S SIGNATURE:** \_\_\_\_\_

Adopted \_\_\_\_\_ Modified and Adopted \_\_\_\_\_ Denied \_\_\_\_\_

15.8.2 Freestanding Signs. (Revised/Effective: August 1, 2016)

a. One per lot, except as follows:

- (1) A second sign is allowed if the lot fronts on two streets.
- (2) An approved 12 screen movie theater as part of an overall (large scale) retail project may have a movie reader board sign allowing up to 80 sq. ft. of advertisement sign area contained within a structure with overall dimensions not to exceed 16 f. high x 15 ft. wide.
- (3) A monument directional sign measuring up to 15 sq. ft. may be allowed for an approved 12-screen movie theater and tenants located in adjoining buildings.

b. Area of each not to exceed 16 sq. ft. Sign area not to exceed 6 feet in length.

c. Height not to exceed six feet above the ground.

d. Sign shall complement building architecture and landscaping.

e. In any tract of land used retail sales (large scale) where such facility is located in an IP-1 Zone situated southerly of Route I-395, westerly of Connecticut Route 12 easterly of the South Burnham Highway, and northeasterly of Mell Road, the following signs shall be permitted:

- i. An illuminated pylon sign at the principal entrance to the shopping complex for the purpose of displaying the names of all retail tenants, which sign, may be 12 feet in width and contain 140 square feet of signage per side and shall not exceed 19 feet in height.
- ii. If the retail sales (large scale) abuts Route I-395, one monument sign not greater than 16 square feet per side, illuminated; and,
- iii. Two illuminated monument signs situated on highways other than route I-395, not greater than 16 square feet per side.
- iv. In any free-standing building within a development designated Retail Store (large scale), which building contains not more than 6,000 square feet on its main floor, the following signage shall be permitted:

- a. A wall sign on the main and principal entrance to the facility not to exceed 105 square feet that may include a distinctive logo.
- b. A to-go sign extending from the building not to exceed 11 square feet.
- c. Two wall signs on other than the wall containing the principal entrance not to exceed 110 square feet cumulative.

***f. In any tract of land where a multiple use commercial facility is located in a BV Zone, where building contains three (3) or more individual units and at least 10,000 square feet on its main floor, the following signs shall be permitted:***

DEC 28 '23 AM 10:26  
RCV LISBON TOWN CLERK  
*My Grant*

- i. *An illuminated monument sign on the property for the purpose of displaying the names of all retail tenants, which sign, may be 10 feet in width and contain 96 square feet of signage per side and shall not exceed 14 feet in height.*
- ii. *If the multiple use commercial facility abuts two (2) streets, a second illuminated monument sign not greater than 16 square feet per side, shall also be permitted.*